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STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING MINUTES:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday, June 2, 2011 at 9:30 a.m.</b>
<b>PLACE:</b>	<b>861 Silver Lake Boulevard, Dover, Delaware Conference Room A</b>
<b>MINUTES APPROVED</b>	<b>7/7/11</b>

**MEMBERS PRESENT**

Tim Riale, Sussex County, Professional Member, Chairperson  
Doug Doyle, Kent County, Professional Member, Vice Chairperson (9:36 a.m. – 11:27 a.m.)  
Danielle Benson, New Castle County, Professional Member  
Tom Burns, Kent County, Professional Member (9:36 a.m. – 11:47 a.m.)  
Dee Hake DeMolen, Kent County, Professional Member  
Donna Klimowicz, New Castle County, Professional Member (9:36 a.m. – 12:08 p.m.)  
John Tarburton, Sussex County, Public Member  
Elaine Woerner, New Castle County, Professional Member

**MEMBERS ABSENT**

Karen Hamilton, Sussex County, Professional Member  
Tammy Reagan, Sussex County, Professional Member

**DIVISION STAFF**

Gayle Melvin, Administrative Specialist III  
Jessica Williams, Administrative Specialist II

**ALSO PRESENT**

Karen Alleva, NCCBOR  
TracyLee Elmore, SCAOR  
Regina Lundeen, DAR  
Richard Marcus, Partners Reality

**CALL TO ORDER**

Mr. Riale called the meeting to order at 9:36 a.m.

**REVIEW OF MINUTES**

A motion was made by Ms. DeMolen, seconded by Mr. Burns, to approve the May 5, 2011 minutes as written.  
Motion unanimously carried.

**UNFINISHED BUSINESS**

Discussion Regarding Proposed Changes to CE Requirements for First Time Salespersons & Brokers

Mr. Riale updated the Committee regarding the proposed changes that were presented to the Commission from their May meeting. The Commission decided that Module 5 should be named Legislative Issues, and Commercial Course and Property Management Course should be one module, and have another module as an elective.

The Committee made the following changes to Modules 6 and 7:

**Core Module 6**

**Practices of Real Estate (3 Hours)**

The licensee shall be required to complete a course in the area of commercial real estate, residential rentals, and property management in real estate.

Course shall cover the following criteria:

Commercial CIS

Commercial Sales

Commercial Leasing

Risk Management

Land Use Issues

- Comprehensive Plan
- Zoning & Planning Classifications
  - Variances
  - Conditional Use

Commercial Tax Issues

Residential Rental CIS

Long Term Rentals

- Landlord Tenant Code

Short Term Rentals

- Landlord Tenant Code Exemption
- Damage Deposits
- Key Lease Provisions
- Landlord & Tenant Services

Property Management

- Responsibilities
- Licensure Issues
- Financial Accountability
- Risk Management

Identification of the Issues  
Review of its impact upon real estate practitioners  
Requirements to be in compliance  
Written Review  
Questions and Answers

## **Module 7**

### **Contemporary Issues (Elective Courses)**

Whereas the business of real estate is constantly changing and being impacted with new laws, regulations and real estate related issues, this course is designed to insure that real estate licensees are knowledgeable of these factors and their impact on real estate so as to bring their practices into compliance. The content of this course will require specific content approval on a case-by-case basis as submitted for continuing education credit approval. Each course presented under Contemporary Issues shall meet the following criteria:

Identification of the Issues  
Review of its impact upon real estate practitioners  
Requirements to be in compliance  
Written Review  
Questions and Answers

A motion made by Mr. Burns, seconded by Mr. Doyle, to recommend the proposed changes to the continuing education requirements, to the Commission for final review. Motion unanimously carried.

### **Review Previously Tabled Proposal of the Delaware Canon of Ethics Draft**

The Committee reviewed the previously tabled proposal of the Delaware Canon of Ethics draft and decided to make article 20 and 21 a single article. After reviewing to proposal and making grammatical corrections, a motion was made by Ms. Woerner, seconded by Ms. Benson, to recommend approval to the Commission. Motion unanimously carried.

### **Review Proposed Changes to Previously Recommended Course Outline Template**

Mr. Riale informed the Committee that the Commission requested that the see a sample of the course outline template. The Committee reviewed the template that Ms. Williams prepared. Ms. Woerner suggested that "Item" be changed to "Topic" on the outline. A motion was made by Mr. Burns, seconded by Ms. Benson, to change "Item" to "Topic" and recommend final approval to the Commission. Motion unanimously carried.

### **Review Proposed Changes to Previously Recommended CE Certificate Template & Requirements**

Mr. Riale stated that the Commission requested that the licensure period and specific module be listed on the continuing education certificate. The Commission also suggested adding language to the certificate for re-issuance. Ms. Williams suggested having the certificate that has been reissued notate that it has been reissued along with the reissue date. A motion was made by Ms. Woerner, seconded by Ms. DeMolen to have two separate CE certificate templates, one for originals and the second for re-issuances. Motion unanimously carried.

### **Review Proposed Protocol for Negative Course Evaluations**

The Committee reviewed the proposed protocol for negative course evaluations that Ms. Hamilton submitted to Ms. Williams via e-mail. The Committee recommended grammatical changes to the proposal. Ms. Williams will make the necessary changes and present it to the Committee during the July meeting.

Continued Discussion Regarding Inactive Licensees and Online Courses

This item was tabled until the July meeting.

Update from the Commission – Mr. Riale

Mr. Riale stated that the Commission approved the proposed continuing education requirements with changes during the last meeting. He also asked the Committee to think about topics to be discussed during the annual seminar as well as potential speakers. Mr. Riale informed the Committee that Mr. Andy Taylor has already volunteered to be a speaker.

**NEW BUSINESS**

Review of Letters of Intent and Course Evaluations

A motion was made by Mr. Tarburton, seconded by Ms. DeMolen, to accept the letters of intent except for the following and all course evaluations as submitted. Motion unanimously carried.

A motion was made by Ms. Benson, seconded by Mr. Tarburton to recommend denial of the following letters on intent:

Course Provider: Omega Real Estate School

Course Title: Salesperson Core Course

Problem: Letter of intent was dated May 13, 2011 and the course was scheduled to be held on May 18<sup>th</sup>, 2011

Course Provider: McKissock L.P.

Course Title: Common Mistakes made by Rookies and the Rest of Us

Problem: Course Date was not listed on the Letter of Intent

Course Provider: Ward & Taylor LLC

Course Title: Ethics

Problem: Letter of intent was dated May 24, 2011 and the course was scheduled to be held on May 26, 2011

Motion unanimously carried.

Review of Course Provider Applications

A motion was made by Mr. Tarburton, seconded by Mr. Doyle, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Partners Reality LLC

Course Title: Buying and Selling HUD Homes **Approved**

Credit Hours: 3.0

A motion was made by Mr. Doyle, seconded by Ms. DeMolen, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Title: Why Not Own Your Own Real Estate Brokerage?  
**Approved for 1 hour only**  
Credit Hours: 1.5

A motion was made by Mr. Tarburton, seconded by Mr. Doyle, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Association of Realtors School

Course Title: Green Designation 100: Real Estate for a Suitable Future  
**Approved**  
Credit Hours: 7.0

Course Provider: Kent County Association of Realtors

Course Title: Legislative Update: DREC – General Assembly  
**Approved**  
Credit Hours: 3.0

Course Provider: Delaware Association of Realtors

Course Title: Landlord Tenant Code from the Other Side of the Fence  
**Approved**  
Credit Hours: 3.0

Course Title: Environmental Disclosure **Approved**  
Credit Hours: 3.0

Course Title: Don't Let Your Sale Go Down **Approved**  
Credit Hours: 3.0

Course Title: Broker's Core Course **Approved**  
Credit Hours: 6.0

Course Title: Salesperson's Core Course **Approved**  
Credit Hours: 3.0

Course Title: NAR Ethics **Approved**  
Credit Hours: 3.0

A motion was made by Mr. Burns, seconded by Ms. DeMolen, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Course Provider: Delaware Association of Realtors

Course Title: Social Media **Approved**  
Credit Hours: 3.0

Review of Instructor Applications

A motion was made by Ms. Woerner, seconded by Mr. Tarburton, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Jason Harman **Approved**

Continuing Education: Professional Enhancement: "What's Under Your House?",  
Crawlspace Issues with Solutions to Fix, Basement Issues with Solutions to Fix, Failing  
Foundations with Solutions to Fix, Inorganic Finishing Products for Basements

John Conly      **Approved**

Continuing Education: Professional Enhancement: Title Law and Liens on Real Property

Cecil Harden      **Approved**

Continuing Education: Professional Enhancement: All Real Estate Elective Topics

Richard Marcus      **Approved**

Continuing Education: Professional Enhancement: Buying and Selling HUD Properties, Why Not Own Your Own Real Estate Brokerage?

Alvin Monshower Jr.      **Approved**

Continuing Education: Legislative Update, Salesperson Core Course, Broker Core Course, Professional Enhancement: Buyer Agency, Common Real Estate Settlement Problems, Commercial Real Estate Hot Buttons, Contracts/Contract Law, Disclosure Dispute Avoidance, Environmental Issues, Ethical Practice, Fair Housing, Fair Housing Testing, FHA Financing, Foreclosures, Procuring Cause, Real Estate Hot Buttons and Issues, Real Estate Investment Fundamentals, Risk Management, Short Sales Done the Right Way, What's Material?

A motion was made by Ms. DeMolen, seconded by Ms. Benson, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Arlene Benton      **Approved**

Continuing Education: Orientation, Salesperson Core Course, Broker Core Course, Delaware Real Estate Commission Property Management Courses, Professional Enhancement: Short Sales, Foreclosures, Commercial Settlements, Residential Settlements

Pre-Licensing: Orientation, Real Estate Sales, Real Estate Law

Broker's Course: Brokerage, Real Estate Documents, Financing, Ethics, Legal & Governmental Aspects of Real Estate, Real Estate Investments

A motion was made by Ms. DeMolen, seconded by Ms. Klimowicz, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Joseph Giordano      **Approved**

Continuing Education: Legislative Update, Salesperson Core Course, Professional Enhancement: DE Residential Contract of Sale, Listing Problems & Solutions

Pre-Licensing: Orientation, Real Estate Law

Stacey Truemper      **Approved**

Continuing Education: Mortgage Financing

Charlotte Herbert      **Approved**

Continuing Education: Legislative Update

Joseph Kreisher      **Approved**

Continuing Education: Legislative Update, Salesperson Core Course, Broker Core Course

Pre-Licensing: Orientation, Real Estate Sales, Real Estate Mathematics

Broker's Course: Brokerage, Real Estate Documents, Valuing Real Property, Financing, Ethics, Legal & Governmental Aspects of Real Estate, Real Estate Investment, Mathematics

A motion was made by Ms. DeMolen, seconded by Mr. Burns, to recommend to the Real Estate Commission approval, denial or tabling of the following items as noted below. Motion unanimously carried.

Mindie Burgoyne      **Approved**

Continuing Education: Professional Enhancement: Social Media

Discussion Regarding Annual Seminar

Mr. Riale asked the Committee to think of potential speakers and topics for the Annual Seminar. Ms. DeMolen suggested having the changes to continuing education as a potential topic. Mr. Riale also stated that Mr. Andy Taylor volunteered to speak at the seminar. Mr. Riale stated that a decision needed to be made at the July meeting.

**Correspondence**

There was no correspondence before the Committee.

**Other Business Before the Committee** (for discussion only)

There was no other business.

**Public Comment**

There was no public comment.

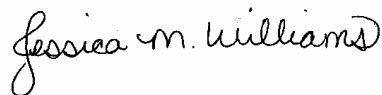
**Next Scheduled Meeting**

The next meeting will be held on Thursday, July 7, 2011 at 9:30 a.m. in Conference Room A, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

**Adjournment**

There being no further business, Ms. DeMolen made a motion, seconded by Mr. Tarburton, to adjourn the meeting. Motion unanimously carried. The meeting adjourned at 12:58 p.m.

Respectfully submitted,



Jessica M. Williams  
Administrative Specialist II